

Sharon Standing Building Committee

Zoom Meeting Minutes

Tuesday, November 14, 2023

SSBC Members

Matt Grosshandler, Chair -present	Mike B. Martin-present	Roger Thibault-present
Deb Benjamin, Vice Chair-present 6:35PM	Marty Richards -present	Colleen Tuck -present
Matt Baldassari-present	Rick Rice- absent	Sara Winthrop -present
Gordon Gladstone-present		

SBC Attendees and Others

Julie Rowe – SBC – HS -present	Kevin Nigro – PMA – HS -present
Meg Dussault - SBC	Matt Gulino – PMA – HS
Emily Burke – Acting HS Principal, SBC	Chris Jankun – PMA
Peter OCain – Town Engineer	Chris Carroll – PMA
Tony Kopacz – SPS – HS -present	Eric Lowther – PMA
Timothy Chouinard - DPW-present	Chris Sharkey – Tappe – HS
Eric Hooper – Superintendent of DPW - PFAS-present	Chris Blessen – Tappe – HS
Carolyn Weeks –LBC -present	Tim Ericson – Consigli – HS
Cheryl Weinstein – Lib	Chandler Rudert – Consigli –HS -present
LeeAnn Amend – Lib	Kyle Raposo – Consigli – HS
R. Drayton Fair – LLB – Lib-present	Mike Winters – Consigli – HS
Brian Valentine – LLB – Lib-present	Ryan O’Neil – Consigli
Ariana Pizzanelli LLB - Lib	Kristy Lyons – Consigli – HS
Mark Luzaitis CHA On-site rep. – Lib -present	Jonathan Seibel – Consigli – HS
Casey Hochheimer -CHA – Lib -present	Karl Walsh – MOCC – Lib -present
Joe Sullivan - CHA- Lib -present	Krystal Burrows – MOCC - Lib

Also present from Weston & Sampson for DPW GWTP project: Allie Goldberg, Margaret McCarthy.

Open the meeting

The Chair noted that the meeting was being held remotely consistent with MA laws. There will be no public comment this evening. The meeting opened at 6:32 PM.

A. Administration

1. Minutes for review and approval – 09/26; 10/3; 10/24; 10/31

MOTION: by chair to approve the minutes of September 26, 2023, October 10, 2023, October 24, 2023, and October 31, 2023. Seconded by Winthrop. Unanimously approved 9-0-0 (Richards, Winthrop, Tuck, Gladstone, Thibault, Baldassari, Martin, Grosshandler).

2. Discussion, designation, and approval of “SSBC Representative” project-based roles for members

Representatives will attend weekly OAC meetings, make sure documents are being reviewed and circulated, and be the town’s eyes and ears at a heightened level for specific project assigned.

SSBC Representative for HS Project – Gordon Gladstone

SSBC Representative for the Library Project – Colleen Tuck; Mike Martin

SSBC Representative for DPW GWTP – Roger Thibault; Rick Rice (Rick was not present to confirm).

No motion needed.

3. Discussion and approval of Change Order Subcommittee representatives

Mr. Gladstone needs someone to replace him as Chair of the SSBC Change Order Subcommittee. Also moving forward, it was suggested to have an “SSBC Representative” from each of the projects to make up the CO subcommittee membership. If SSBC rep is familiar with change being proposed, they are more likely able to opine on CO being submitted. Need to have one CO subcommittee, rather than one for each project, because we need to have a chair and post meetings.

Chair needed to open and close the meetings and call the votes. Discussed Mike Martin chairing the SSBC CO Subcommittee accompanied by the “SSBC Representative(s).” This makes the membership Mike Martin, Colleen Tuck, Rick Rice, Roger Thibault, Gordon Gladstone and one designer from each project, so committee of six with designer rotating per project.

The OPMs recommend and endorse the changes and then they go to the CO subcommittee for approval.

Mr. Thibault recommended making all SSBC Representatives to projects co-members, not alternates to CO Subcommittee.

Chair requested Mr. Gladstone prepare a motion for the 11/28 meeting.

4. December 26, 2023 SSBC meeting canceled

Library OAC will happen on its regular schedule. Committee will forgo a bi-weekly project update. Paperwork for submittal will need to be put in in time for the previous meeting or wait for the next meeting. Can always call an interim meeting for January. Mr. Grosshandler said that given the work happening right now, concrete will be going on and that was it with library.

5. Invoices – Library invoices for review and approval

Mr. Hochheimer presenting library invoices that the committee was seeing for the first time today. Ms. Benjamin asked when is the typical submission time? Mr. Gladstone said he had not seen these prior to this meeting, typically provided in time to be distributed in the meeting packet. Ms. Schustek noted deadline for submissions is Wednesday at noon week prior to meetings to include in the Meeting Packet.

Mr. Hochheimer said they had to wait for OAC meeting to get some clarifications within the req. Mr. Sullivan added that there was some discussion about not approving the req. because of scheduling implications. They (CHA) approved the req. #4 but it was later presented as an invoice to be paid. He said in the future it will be submitted on time. Ms. Benjamin said that in the future an invoice that is not available by noon Wed, Mr. Sullivan will explain to contractor that it cannot be paid until the subsequent meeting. Mr. Grosshandler agreed with Ms. Benjamin. Chair said initial req. #4 package looked like it was a request for schedule change, so he had rejected it. Mr. Grosshandler and Mr. Sullivan then decided they would bifurcate any schedule delay at the time, bring it up as a subsequent discussion/submission later, and focus solely on the financial requisition portion only and not acknowledge or accept any request for delay.

Invoice has been approved by the architect per Mr. Hochheimer even though signature not shown on distributed version. Mr. Hochheimer shared a more recent version, virtually to the meeting attendees, to show architect’s signature. Chair asked Mr. Hochheimer to make sure the invoice voucher he signed after the meeting included architect’s signature on invoice.

Attached you find the current invoices as outlined below, in one PDF (Inclusive of the CHA Invoice 74660-07, M. O'Connor Contracting Requisition #4, and Frank Gallagher Engineering's Invoices 13538 and 13539), with the town's Invoice Voucher cover page that CHA has been asked to provide.

Invoices for review and approval at the 11.14.2023 SSBC meeting for the Sharon Public Library Project are as follows:

- CHA Invoice 74660-07 totaling \$35,000 dated 11/02/2023 for previously unbilled balances of negotiated OPM contract fee. This invoice includes the following backup:
 - CHA Billing matrix supporting the submission of this invoice.

Current Fee Amount of \$35,000 attributed to Construction and Closeout. CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon. Please advise if you require any additional information related to this CHA invoice. This invoice does not reflect an increase to CHA's negotiated lump sum OPM contract value. Should you have any questions regarding this CHA Invoice 74660-07, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.

- M.O'Connor Contracting Pencil Requisition #4 in the amount of \$611,411.17, dated 10/31/2023. This invoice includes the following backup:
 - M. O'Connor Contracting matrix supporting the submission of this invoice.

Current Fee Amount attributed to items associated with construction. CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon. Please advise if you require any additional information related to this M.O'Connor Pencil Requisition #4. This invoice does not reflect an increase to M.O'Connor Contracting's negotiated, lump sum GC contract value. Should you have any questions regarding this pencil requisition, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.

- Frank Gallagher Engineering Invoice 13538 totaling \$3,000 dated 10/7/2023: This invoice includes the following:
 - Engineering and surveying services in the amount of \$3,000.

Reviewal of ACAD drawings, attend pre-construction meeting, field survey to set Mass State Plane Coordinates on site, office calculations and e-mail GPS coordinates to contractor and surveyor. CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon.

- Frank Gallagher Engineering Invoice 13539 totaling \$3,500 dated 10/31/2023: This invoice includes the following:
 - Engineering and surveying services in the amount of \$3,500.

Surveying services for 1 School Street, Sharon, MA. CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon.

Please advise if you require any additional information related to these Gallagher invoices 13538 and 13539. This invoice does not reflect an increase to Gallagher's negotiated, lump sum contract value. Should you have any questions regarding this Gallagher Invoices 13538 13539, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.

Mr. Sullivan said he recommended payment of \$6,500 for Gallagher and MOCC for \$611,411.17.

Ms. Winthrop reviewed requisition for MOCC.

MOTION: Omnibus motion by Mr. Gladstone to approve the invoices as listed above for the Sharon Library project in the total amount of \$652,911.17. Seconded by Winthrop. Unanimously approved 10-0-0. (Carolyn Weeks Library Alt Rep. included in vote count).

B. Library Project

1. LLB Architects

i. Amendment 11 up for discussion and approval.

AMENDMENT 11 is for vibration monitoring on the property bounds on the two elevations that have abutters. Mr. Grosshandler stated that there may not be a need for seismic testing at this time but may need option going forward as the process has changed. Suggested committee should identify this as a place holder with pricing GZA has supplied and should approve the amendment not to exceed. Mr. Sullivan agreed on as-needed basis.

MOTION: by Mr. Gladstone to approve Amendment 11 to the architect's contract in the not to exceed amount of \$11,990 for vibratory testing to be done on an as-needed basis. Seconded by Richards. Unanimously approved 10-0-0.

2. Project Budget Updates

- M. O'Connor Contracting Inc. Construction Budget (thru October Req#3)

Req#4

Original Contract Sum	\$19,137,000.00
Net Change by Change Orders	--
Contract Sum to Date	\$19,137,000.00
Total Completed and Stored to Date	\$1,351,050.00
Retainage	
5.00% of Completed Work	\$57,942.51
5.00% of Stored Material	\$9,610.00
Total Retainage	\$67,552.51
Total Earned Less Retainage	\$1,283,497.49
Less Previous Certificates for Payment	\$672,086.32
Current Payment Due	\$611,411.17
Balance to Finish, Including Retainage	\$17,853,502.51 Remaining

Architect has approved the requisition as well.

- LLB Design Services and Construction Administration and Amendments

Project Summary

- Extended Conceptual Design Phase	\$32,398.44	
- Basic Design Services		
- Final Schematic Design	\$159,425.00	
- Design Development	\$485,321.00	
- Construction Documents	\$575,028.50	
- Bidding/Negotiation	\$76,136.50	
- Construction Administration	\$333,047.00	(\$285,254.75 Remaining)
- Furnishing Design Services	\$100,000.00	(\$100,000.00 Remaining)
- Total Remaining	\$385,254.75	Remaining

Additional Services

- Original Contract: F.S. 11 North Main Street	\$40,000.00
- Amendment 1: F.S. One School Street	\$32,000.00
- Amendment 2: Full Services One School Street	\$1,776,356.44

-	Amendment 3: Commissioning	\$54,843.00	(\$42,571.50 Remaining)
-	Amendment 4: Civil Schemes Freeman Property	\$2,880.00	
-	Amendment 5: ZBA Design Requirements	\$39,000.00	
-	Amendment 6: Final Civil Document	\$27,000.00	
-	Amendment 7: Electric Code Updates	\$5,830.00	
-	Amendment 8: Additional Construction Administration	\$85,000.00	(\$74,668.00 Remaining)
-	Amendment 9: Haz Mat Monitoring	\$9,603.00	
-	Previous Contract Total	\$2,072,512.44	
-	Amendment 10: Additional Constr. Testing Services	\$40,000.00	
-	Amendment 11: Additional Testing Services	\$11,990.00	
-	Current Proposed Contract Value	\$2,112,512.44	
-	Total Remaining Current Proposed Contract Value	\$437,244.75	Remaining

- CHA Consulting Inc. Administration Budget

Design and Bidding	\$30,496.00
Construction and Closeout	\$648,739.00
Total Fee	\$679,235.00
Total Fee Earned	\$150,996.00
Previous Amount	\$115,996.00
Outstanding Invoices	
74660-0 8/31/2023	\$35,000.00
74660-06 10/5/2023	\$35,000.00
Total	\$70,000.00
Current Fee Amount	
74660-07 11/2/2023	\$35,000.00
Balance to Finish	\$528,239.00

3) Schedule

Sitework:

Forming for Footings - Nov 2

Basement Wall Footings poured -November 13

Small portion of West Wing Wall Footings poured.

Additional survey work is ongoing.

LaPan Mechanical started underground mobilization plumbing today, November 14.

Basement wall rebar installation starting tomorrow, November 15.

Temporary electrical Hook up.

Contingent upon Eversource.

Deliveries

Basement Wall Panels expected delivery tomorrow, November 15th.

Initial piping for underground plumbing was delivered today, November 14th.

4) Milestone Tracking

ACTIVITY	ORIGINAL	ACTUAL
Complete Excavation for Footings	October 4th 2023	December 15th 2023
Basement Foundation Footings and Walls	November 3rd 2023	December 15th 2023
Frost Wall Footings and Foundations	November 27th 2023	January 15th 2023
Delivery of Structural Steel	October 26th 2023	January 15th 2023

Stage 1 Structural Steel (Basement Columns & 1st Floor Beams/Decks)	November 24th 2023	January 26th 2023
Complete 1st Floor Slab over Basement	January 18th, 2024	Spring 2024
Back fill basement and complete Foundations	January 18th, 2024	Spring 2024
Phase Two Structural Steel		
1st Floor through Roof	March 27th, 2024	April 30th 2024

5. Status of additional survey work

Mr. Sullivan had conversation on Monday about what Glen Reed, MOCC, is looking for and what Mr. Gallagher, surveyor, has provided. Mr. Sullivan met with Mr. Gallagher late Tuesday and Mr. Fair provided more information to them regarding the building layout. Mr. Sullivan said documents will be available by 1PM tomorrow. Any variances are less than an inch per chair.

Chair asked for project photos in CHA report at SSBC meetings.

Mr. Walsh had no comments.

6. MBLC update

Ms. Amend clarified her role saying anything that affects patron usage needs her review and input regarding the project.

C. DPW – Groundwater Treatment Project

1. Update on scope and fee negotiations with Weston and Sampson for GWTP

Chair was reviewing scope of services with Weston & Sampson (W&S) and hoped to enter into an agreement shortly.

2. Update from DPW representative

Allie Goldberg, Project Manager, and Margaret McCarthy, VP, from W&S both worked with Sharon on water projects previously. Ms. McCarthy said they were getting up on scope of project and needs. Ms. Goldberg said they received package submitted to SRF and design plans, and would review those through early Dec. They expect 90% design from Environmental Partners in that same timeframe. Conservation Commission meeting and special Town meeting on November 30, 2023 will help determine scheduling for rest of the project per Ms. McCarthy. There are deadlines for certain grants and applications that need to be met to access that money.

Mr. Hooper, DPW Superintendent, said there were some site tweaks to reduce or eliminate impact within wetland and resource areas. Needed to move forward with a vote to allow town to borrow full project amount even though likely will not go up to the full \$36M, just one of the rules of SRF; to take advantage of 0% interest, must play by their rules. This works on a reimbursement basis. Mr. Hooper will be presenting at Town Meeting. Presentation for Town meeting will be like what was presented to SSBC by Environmental Partners with alternatives and costing added, including the cost of converting to MWRA which is more expensive and needs infrastructure to connect.

Mr. Hooper asked for a standing meeting like an OAC on the calendar so they can move and track this project.

Member asked whether SSBC needed to opine on Mr. Hooper's budget and requested budget breakdown be distributed to the committee. Will need to settle on a number, Mr. Hooper had one that has gone thru an independent cost estimator,

TCI. Ms. McCarthy said town warrant had amount. Mr. Hooper said administrative numbers for OPM included as percentage of the budget.

Chair asked for GWTP project submission to be provided by noon on Wednesday 11/22 so more thorough conversation can happen on 11/28. Mr. Hooper will meet with Environmental Partners and will prepare a project budget. W&S will not be prepared to give an opinion or a probable cost by that point, not by town meeting either. Ms. McCarthy said given 50% designs, they will not have been able to complete a separate cost estimate until December. They will be able to agree but will not have own until after Town Meeting.

Member requested team see TCI independent estimate. Mr. Hooper can get that to SSBC.

D. High School Project

1. Project team to discuss latest CM Report including procurement update, latest change orders and overall GMP status.

Project Updates:

1) GMP Summary

- Preconstruction Amount	\$431,885	
- GMP Amendment #1 Amount	\$5,759,799	
- GMP Amendment #2 Amount	\$16,835,409	
- GMP Amendment #3 Amount (Pending)	\$98,517,546	
- Total GMP Amount	\$121,544,639	
- Approved Change Orders	\$2,929,243	(CO 1-40) (2.37%)
- Current GMP Amount	\$124,396,656	

2) Change Orders Not Approved

a) Tentatively Approved	\$45,496	(Recommended by SSBC Change Com.)
b) Submitted Changes	\$46,553	(Under review by the Team)
c) Potential Changes	\$339,563	(Not yet submitted)
d) Total Not Approved	\$386,116	(sum of b & c)
e) Total Potential Changes (incl. tent. approved)	\$431,612	(sum of a, b & c; 0.017% of GMP)

3) CM Contingency

a) Beginning Amount	\$2,099,210	
b) Amount from Savings from Buyout	\$524,800	(Max. Per Contract)
c) Current Amount	\$2,624,010	
d) Requests Against Contingency		
i) Approved	\$1,588,026	
ii) Tentatively Approved	\$3,259	(Approved by the Team)
iii) Pending	\$315,780	(Potential & Submitted)
iv) Total Transfers	\$1,907,065	(75% of Starting Amount)
e) Current Anticipated Balance	\$720,204	(32% Remaining)

4) Allowances

f) Beginning Amount	\$2,040,000	
g) Amount from Savings from Buyout	\$1,573,446	(Note \$204,112 to Temp Gen Allowance)
h) Current Amount	\$3,613,446	
i) Requests Against Allowances		

i) Approved	\$837,187	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$34,638	(Potential & Submitted)
iv) Total Transfers	\$871,825	(43% of Starting Amount)
j) Current Anticipated Balance	\$2,741,621	(135% Remaining)

5) Requisitions (thru Pencil Req 43 for Sept/October 2023)

- Total Completed to Date	\$118,933,696	(95.62%)
- Retainage Withheld	\$1,457,655	(-)
- Total Due to Date	\$117,475,368	
- Total Paid to Date	\$116,208,647	
- Total Current Payment Request	\$1,266,721	(Req #43)

6) Schedule

Change Work

- a. Wall protection is ongoing. -- scheduling the floor base installation for next Wednesday.
- b. Privacy scrim @ softball field ongoing – will verify quantities but not installing when delivered
- c. Completed wiring of Academic Support Cubicles.
- d. Completed added switch at auditorium control room
- e. Hardware changes scheduled for next week
 - i. Punchlist -- 47 Punch List Items. Trades on site completing various punch list items.

School maintenance will remove scrim for the winter.

WWTP work going on this AM was enabling work for the additional emergency generator. Some nuance issues resolved between the three parties to get the gas line installed. There will be a shutdown sometime next week. Current generator belongs to civil defense. Now that underground gas is complete, will complete pad and then get generator wired up and started up.

7) Milestone Tracking

MILESTONE	ORIGINAL DATE	ANTICIPATED/ACTUAL	CFB	CFP
Complete Foundations	4/20/2021	4/30/2021	-10	0
Structural Steel Complete	7/20/2021	7/21/2021	-1	0
Building Weathertight	11/1/2021	11/19/2021	-18	0
Substantial Completion (Building)	6/29/2022	8/25/2022	-53	0
Substantial Completion (phase 3)	8/1/2023	8/25/2023	0	0

8) Change Management

1. Review Change Orders 043 and Transfer Change Order 042T. These were reviewed and approved by the Change Order Subcommittee on 10/31/2023.

MOTION by Mr. Gladstone to approve Change order #043 in the amount of \$45,496 dated 11/3/23. Seconded by Winthrop. Unanimously approved 10-0-0.

MOTION by Mr. Gladstone to approve transfer change order #042T. Seconded by Richards. Unanimously Approved 10-0-0.

2. CCD 053 Issuance – lift to press box.

Supplemental steel was added to the press box at the end of last week. CCD adds power for the lift in accordance with one of the RFIs. Completion expected by the end of this per Mr. Rudert, no approval for tonight.

3. Review additional requests from the school administration:
 - i. Entry Door Mats = \$1,131.76
 - ii. Hot Plates – Tabled pending receipt of final pricing

Mr. Nigro said the floor mats Tappe gifted have not held up. Mr. Blessen contacted the mat supplier, and they were unresponsive, so Door 1 and Door 14 need mats. Mr. Kopacz requested regular “water hog” floor mats. Mr. Blessen is not looking to submit a bill, not something that Tappe or anyone is on the hook for, this is for the cost of the replacement. Typically, a project does not buy the mats. When Tappe did a logo refresh for the school, Mr. Blessen had purchased mats for the front door. Cintas replaces mats with monthly service for Mr. Grosshandler’s company. Mr. Kopacz’ budget not able to handle such a program. reoccurring years, he can put mat replacement in his budget. These mats failed after the budget was done. Mr. Gladstone said in his opinion the mats were part of the initial installation. Mr. Kopacz said the requested mats will last longer than 3 months.

MOTION: Mr. Gladstone moved to purchase mats discussed above for \$1,131.76. Seconded by Richards. Unanimously approved 10-0-0.

Project is getting close to MSBA reimbursement cap, so Deb Shaer, PMA, and Matt Gulino were working with Krishan and MSBA to get that as quickly as possible.

E. Topics the Chair would like to discuss not known 48 hours in advance

F. Adjournment

MOTION: Chair motioned to adjourn the meeting barring any objection from members. Meeting adjourned at 7:56 PM